

FBIS-1503-87

05 OCT 1987

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM:

Director, Foreign Broadcast Information Service

25X1

SUBJECT: Establishment of Four GS-14 Deputy Division Chief Positions
(U)

1. Action Requested: It is requested that four GS-14 deputy division chief positions be established in Production Group of the Foreign Broadcast Information Service (FBIS) using points already available within FBIS.

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2. Background: As a part of FY87 position allocation exercise, Production Group requested that four GS-14 positions be established to accommodate a deputy chief in each of its four divisions: Science & Technology Center; USSR Division; Europe/Latin America/Africa Division; and Near East/Asia Division. The function is fully established with incumbents currently performing the day-to-day management of the divisions, overseeing quality control in the division, as well as training, career development and liaison with consumers. Given the large size and complexity of Production Group divisions, these responsibilities cannot be performed by the division chiefs or by the various branch chiefs. A position description is attached (Attachment A).

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The Office of Personnel's Compensation, Automation and Policy Directorate (CAP), formerly Position Management and Compensation Division (PMCD), has reviewed these positions, and based upon established classification methodology, was unable to approve them at the GS-14 level. Instead, Production Group received four journeyman GS-12 Intelligence Officer-Foreign Documents positions. The primary reason for their decision was that, based upon the Supervisory Grade Evaluation Guide which calls for a supervisory position being responsible for minimum of three non-supervisory subordinate positions, the supervisor-to-worker ratio was too low. PMCD's explanation of their grade determination is attached (Attachment B).

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Downgrade to CONFIDENTIAL
When Separated From
Attachment

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Despite a rebuttal by Production Group management (Attachment C), PMCD continues to contend that, based upon classification methodology, the position of deputy division chief is not warranted. FBIS strongly believes that these positions are essential to the efficient and smooth running of the Production Group and that they should be established based upon criteria outside of the classification methodology. Four GS-12 Intelligence Officer-Foreign Documents positions and the additional eight points required have been identified within Production Group to establish the positions. ☐

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3. Conclusion: Based upon the above rationale, and the fact that incumbents have been performing the established functions for nearly a year, I request that four GS-14 deputy division chief positions be established within the Production Group using points already available within FBIS. ☐

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Attachments:
As stated

APPROVED:

 Deputy Director for Science and Technology

 Date

Distribution:

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ATTACHMENT B A

POSITION DESCRIPTION--DEPUTY DIVISION CHIEF, PRODUCTION GROUP

I. MAJOR DUTIES

The incumbent serves as deputy to the chief of one of the four divisions of Production Group--the USSR, Near East/Asia, and Europe/Latin America/Africa divisions and the Science and Technology Center. He or she assists the Division Chief in managing two or more branches of twelve to twenty officers each and a Coordination and Review Staff of six to nine, with specific responsibility for day-to-day operational activities and quality assurance and control of Division products. Other specific duties include overseeing training, career development, and liaison with consumers and coordinating Division recruiting and hiring.

1. Responsible for day-to-day operations of the Division, to include all substantive and language support activities, and other intradivision operations. Prepares PAR's for the GS-14 branch chiefs, reviews PAR's of intelligence officers at lower levels, and assists the division/group chiefs in making personnel assignments. 50%

2. Has primary responsibility for quality assurance and control within the Division, including supervision of the Division's Coordination and Review Staff, which conducts the following activities: assigns and coordinates work of several hundred independent contractor (IC) translators, performs substantive and linguistic review and editing of translations completed by IC's, and certifies completion of work for payment. Using formal IC requirements and input from consumers as guidance, the Deputy Chief evaluates the suitability and value of open source materials selected for translation and publication by the Division's intelligence officers. This quality control responsibility includes ensuring that first-level supervisors are aware of and consider collection requirements and budgetary constraints when they review material selected by IO's. Represents Division on the Group-level Quality Control Board, a policy-making and implementing activity. 25%

3. In the absence of the Division Chief, the Deputy Chief performs all duties of the chief. 10%

4. Coordinates the Division's recruiting and hiring for both staff personnel and independent contractors. In this capacity, serves as the primary applicant review officer and screens all incoming applicant files and resumes, coordinates applicant interviewing and testing, and recommends to the Division Chief applicants suitable for further consideration. Keeps informed on anticipated division staffing requirements and recommends recruitment strategies to ensure that future staffing needs are satisfied. 5%

5. Ensures that component personnel maintain contact with consumers and are familiar with their requirements. This includes ensuring appropriate orientation for IO's, organizing meetings with consumers, arranging for briefings on topics of importance, and encouraging consumers to forward to the Division information on planned research projects. 5%

6. Serves as the Division training officer and has primary responsibility for maintaining the three-year training plans for all Division personnel. Keeps abreast of available internal and external training opportunities and, in coordination with the Division Chief and branch chiefs, recommends training consistent with the needs of the Division and career development profiles and goals of its officers. 5%

II. FACTORS

1. Knowledge Required by the Position

As the division recruiting and hiring coordinator, should have knowledge of Office of Personnel applicant recruitment and processing guidelines and procedures, policies and restrictions.

Thorough knowledge of Agency and FBIS management policies and practices relating to personnel, program planning, resource allocation, budget and finance and propriety. Since the Coordination and Review Staff deals directly with the general public, the incumbent must be sensitive to and thoroughly conversant with relevant Agency policies.

Broad understanding of current national intelligence priorities and of the substantive requirements and priorities of intelligence producing offices in the Intelligence Community and in other departments and agencies served by FBIS.

Knowledge of the scope and nature of foreign-language assets available to the Division--both staff and contractor--and of the ability of the Division to fulfill the foreign-language support needs of consumers.

Thorough understanding of the resources, capabilities, and constraints pertaining to the operation of the Division and the interaction of all Division elements in daily operations.

General understanding of the process of translation, transliteration and interpretation and of the pertinent research and development in electronic data and information processing.

Understanding in a broad range of subject-matter categories of the type of information available from the foreign open literature of the countries for which the division is responsible.

Ability to make independent decisions: to anticipate, identify, analyze, and make recommendations for the resolution of operational and personnel management problems at a Division level of responsibility.

2. Supervisory Controls

Chief and Deputy Chief, Production Group, and/or the Division Chief provide general controls by issuing broad policy guidance, stating objectives and setting priorities and target deadlines. Within these guidelines, augmented by Agency and FBIS Production Group regulations and policies, the incumbent establishes Division priorities, sets goals, assigns related tasks to Division components, evaluates and reviews their supporting work, and coordinates and develops specific arrangements and agreements with other Division components and other FBIS and Agency components. Chief and Deputy Chief, Production Group, and Division Chief review work accomplished.

3. Guidelines

Chief and Deputy Chief, Production Group, and Division Chief provide policy guidance. Beyond that, guidelines consist of operating policies, procedures and precedents as well as established practices based on substantial Agency/FBIS experience. A comprehensive understanding of Agency and FBIS management practices, administrative regulations and procedures is essential.

4. Complexity

Directs planning and coordination of a wide-ranging division-level collection operation involving exploitation of a large and diversified source base: the Division's branches and the Coordination and Review Staff conduct broad geographic and topical programs for the collection of intelligence information from a large number of foreign publications spanning political, economic, military, sociological and scientific and technical subjects relating to all areas of the world that are within the purview of the respective division. Once selected this information is sent to IC's for translation, then returned to the CRS for review and revision, and forwarded to P&PD for printing and dissemination throughout the Intelligence Community. Alternatively, the information is translated in house for publication and dissemination as appropriate. The IO's who exploit and review the overt publications in support of common-concern collection requirements also frequently are called upon to provide foreign-language support to other Agency components, including temporary duty assignments and audio and classified translation support. The incumbent must assist in weighing and resolving the competing demands which the dual mission of media exploitation and language support imposes on Division resources.

The incumbent assists in overseeing execution of an annual budget of _____ dollars of which some _____ dollars is expended for their Independent Contractor translation effort. The balance encompasses Division-level personnel services, external training and travel.

Management of the Division's foreign publications exploitation operations requires a continuing evaluation of operating priorities. Priorities must be frequently readjusted and resources reallocated to meet new requirements or accommodate changing emphases.

Recruiting, training and assignment of professional staff employees and independent contractors must be geared to the development and maintenance of a flexible cadre of multilingual officers and contractors capable of sustaining priority collection and translation programs while meeting unpredictable demands for foreign-language support from within or outside the Agency. High turnover, resulting from the rotation of division linguists on assignments to other offices, requires frequent adjustment of staffing projection and contingency planning to meet anticipated shortfalls.

Regarding IC's, the incumbent must be sensitive to all factors affecting their work as unsupervised Agency contractors and must be able to deal with situations having no precedent. Many IC's are academicians, clergymen, Government annuitants, employees of other Government agencies and aliens and many are members of translators associations and other organizations in which they have contact with each other. In recommending schedules of contractor rates the incumbent must ensure that such rates are both cost-effective and competitive with private translation firms and consistent with the rates given other IC's.

As a senior advisor to Chief, Production Group, and the Division Chief, incumbent must remain aware of division-wide problems and must retain the perspective with which to make dispassionate judgments in the best interests of overall Division management.

5. Scope and Effect

Chief and Deputy Chief of the Division are responsible for implementing policies and procedures relating to the exploitation of foreign newspapers and other publications as a service of common concern to the Intelligence Community. The products of Division collection and output activities are directly responsive to formal DCI and FBIS guidance, other official guidance documents and policy statements and ad hoc consumer requirements. These products are the consumers' principal source of intelligence information from foreign public information media.

6. Personal Contacts

Periodically with Director, FBIS, on specific division related issues as appropriate, with Division Chief and Chief, JPRS Staff, regularly and with Chief and Deputy Chief, Production Group, and other division and staff chiefs and their deputies as often as required by assigned tasks and objectives. Has frequent contact with Agency, State Department, Defense Department and Intelligence Community officials from mid- to upper-management levels.

7. Purpose of Contacts

With Director, FBIS, and Chief, Production Group, to keep FBIS senior management informed on Division programs and developments that relate to overall FBIS mission, with Division Chief for purpose of discussing policy, providing advice and support in policy implementation and problem solving; with Chief JPRS Staff to discuss and recommend IC hiring and pay rates and to obtain guidance; with other division chiefs and deputies to coordinate division positions and other matters relating to policy implementation. With Agency, State and Intelligence Community officials to discuss language support and requirements and to effect operational coordination.

8. Physical Demands

Normal requirements of office work and usual pressure of a position of this level of responsibility and when called on to deal with emergency situations.

9. Work Environment

Work is performed in a normal office environment with occasional domestic and overseas TDY travel.

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